

5 February 1976



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In regards to the meeting held in [redacted] office concerning our upcoming move, this letter is to confirm our agreement on removal of the following items from our offices:

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1. Bureau air conditioning system
2. All fire sensors
3. Mail boxes
4. Glass partition between editorial room and wire room
5. Manual fire stations and bells
6. Carpet in Bureau Chief's office
7. Emergency lights
8. Five monitoring benches

If you are in agreement with removal of the above items with FBIS leaving the remainder of the premises as is without liability for restoring premises to its original condition, please notify us of your approval.

No firm date has been set for our move. It is likely we will remain in our present offices until termination of our lease in July 1976. Our office will notify you as required under the terms of the lease, 60 days notice, as to when we will be vacating our offices.

Hoping to receive your confirmation soonest, we remain,

Yours sincerely,

[redacted]

Bureau Engineer, FBIS

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